

I. AVIATION OPERATIONS

2. Flight Operations

a. Standing Operating Procedure (SOP)

(1) Does flight operations maintain and comply with Standing Operating Procedures (SOP)? (*AR 385-95, para 3-3*) **P / F / NA**

(2) Is a detailed list of duties and responsibilities documented for operations personnel in the SOP? (*FM 3-04.300, para 4-3 thru 4-23*) **P / F / NA**

b. Flight Operations MOS Training

(1) Are MOS related training deficiencies identified for newly assigned soldiers? (*UR 350-1, para 5-9*) **P / F / NA**

(2) Have qualified instructors been assigned to train operations soldiers on all required MOS related tasks? (*UR 350-1, para 5-9*) **P / F / NA**

(3) Has a formal training program been developed to ensure that every member of the flight operations section can accomplish each technical function of flight operations? (*AR 350-1; UR 350-1*) **P / F / NA**

c. Flight Operations Administration

(1) Is the unit flying hour program developed and administered according to the commander's guide? (*TC 1-210, chap 6*) **P / F / NA**

(2) Are Operational Support Airlift (OSA) missions conducted according to regulations? (*AR 95-1, para 3-5 through 3-10; UR 95-1, chap 3, section 1*) **P / F / NA**

(3) Are Air Crash Search and Rescue (ACSR) or local crash grid maps and/or crash grid overlays distributed and maintained by each activity listed on the primary and secondary crash alarm systems and in all medical ambulances? (*AR 385-95, Appendix C; FM 3-04.300, para 2-59 thru 2-61*) **P / F / NA**

(4) Does flight operations maintain the following:

(a) A complete and correct pre-accident plan for their unit? (*AR 385-95, para 1-6c(7)*)

P / F / NA

(b) Documentation that the units pre-accident plan has been rehearsed and reviewed for adequacy at least quarterly? (*AR 385-95, para 1-6c(8)*) **P / F / NA**

(c) A method to activate the crash-rescue system? (*AR 420-90, para 4-3; AR 385-95, Appendix C*) **P / F / NA**

(d) Blank DA Forms 2696 (OHR)? (*AR 385-95, para 2-5b(1)*)

P / F / NA

(e) Aircrew information reading file and ensure a system is developed to ensure all appropriate personnel review the file whenever new information is added? (*AR 95-1, para 4-4; AR 385-95, para 1-6c(6)*) **P / F / NA**

(f) DD Form 365-4's computed correctly for appropriate aircraft and loading configurations? (*AR 95-1, para 7-4; FM 3-04.300*) **P / F / NA**

d. Flight Planning

(1) If flight plans are to be filed in unit operations, is a complete flight planning area provided as required? (*FM 3-04.300, para 2-19 thru 2-29*) **P / F / NA**

(2) Are blank flight plans available? (*AR 95-1, para 5-2d; FM 3-04.300, para 2-26*) **P / F / NA**

(3) Are flight plans filed for all flights? (*AR 95-1, para 5-2d; DOD FLIP*) **P / F / NA**

(4) Are flight plans completed correctly? (*FM 3-04.300, para 2-4; DOD FLIP*) **P / F / NA**

e. DA Form 2408-12 (Army Aviator's Flight Record)

(1) Are DA Form 2408-12's filled out correctly? (*DA PAM 738-751, fig 2-7a and b; FM 3-04.300, para 6-25 thru 6-28*) **P / F / NA**

(2) Does flight operations maintain DA Form 2408-12's for three months and then destroy them? (*DA PAM 738-751, para 2-8(d)(2)*) **P / F / NA**

f. Mission Schedule/Brief (DA Form 5484-R)

(1) Has a LTC or above designated additional briefing officers, in writing, where, because of organizational design, a traditional chain of command does not exist or when briefing officers cannot brief because of official duties or absences? (*AR 95-1, para 2-14a*) **P / F / NA**

(2) Has self-briefing been approved by the first officer in the grade of LTC or above in the chain of command? (*AR 95-1, para 2-14a*) **P / F / NA**

(3) Are designated briefing officers selected based on experience and level of responsibility within the unit? (*AR 95-1, para 2-14a*) **P / F / NA**

(4) Are designated briefing officers briefing all PCs prior to all flights or series of flights? (*LAW AR 95-1, para 2-14b*) **P / F / NA**

(5) Are briefing officers utilizing DA Form 5484-R? (*AR 95-1, para 2-14c*) **P / F / NA**

(6) Are all required blocks on the mission-briefing sheet filled out correctly? (*AR 95-1, para 2-14c; Appendix C*) **P / F / NA**

(7) Does the unit commander or his representative designate an air mission commander for each formation or multi-ship flight? (*AR 95-1, para 4-22*) **P / F / NA**

(8) Has the unit commander indicated approval of all missions by signing with name, grade and date on mission briefing sheet? (USAREUR msg 980618; V Corps msg 051300ZJUN98) **P / F / NA**

(9) Are mission briefings kept on file for a minimum of 30 days? (AR 95-1, para 2-14c) **P / F / NA**

(10) Are risk assessments conducted for each mission or flight? (AR 385-95, para 1-6c(2)) **P / F / NA**

(11) Are risk assessments kept on file for a minimum of 30 days? (AR 95-1, para 3-16c) **P / F / NA**

g. Individual Flight Records Folder (IFRF)

(1) Are records properly maintained? (FM 3-04.300, chap 6; AR 95-1, para 2-8) **P / F / NA**

(3) Are all IFRF's labeled correctly? (AR 25-400-2; FM 3-04.300, para 6-4 thru 6-8) **P / F / NA**

(3) Are copies of aviation service/flight status orders, aeronautical designation orders and suspension orders (other than medical disqualification) filed under the orders section of the DA Form 3513? (FM 3-04.300, para 6-14 thru 6-19) **P / F / NA**

(4) Are certificates of completion for IP, IE, MP, FI, or SI designation (if appropriate) filed under the orders section of the DA Form 3513? (FM 3-04.300, para 6-14 thru 6-19) **P / F / NA**

(5) Are copies of senior/master crewmember badges and senior/master aviator badges placed in the orders section of DA Form 3513? (FM 3-04.300, para 6-14 thru 6-19) **P / F / NA**

(6) Is a current copy of DA Form 7120-R for IP, IE, MP, FI, or SI placed in the orders section of DA Form 3513? (FM 3-04.300, para 6-14 thru 6-19) **P / F / NA**

(7) Are flight records closed out? (FM 3-04.300, para 6-20 thru 6-24) **P / F / NA**

(8) Are birth month close outs provided to the crewmember within 10 working days from the end of the crewmember's birth month? (FM 3-04.300, para 6-20) **P / F / NA**

(9) Is the most current closeout (DA Form 759 and 759-1) posted on top of the previous closeouts and in sequence? (FM 3-04.300, para 6-9 thru 6-19) **P / F / NA**

(10) Ensure worksheets are not included with the closeouts. (FM 3-04.300, para 6-42 thru 6-49) **P / F / NA**

(11) Is DA Form 759, part I, BIO/DEMOGRAPHIC, completed correctly? (FM 3-04.300, para 6-83 thru 6-86) **P / F / NA**

(12) Are aircraft qualification dates for crewmembers, nonrated crewmembers and flight surgeons entered into Part II, Sections A and Column B correctly? (FM 3-04.300, para 6-83 thru 6-86) **P / F / NA**

(13) Is night system (NS) time (in part II, section A) entered for aircraft that NS time was flown in? *(FM 3-04.300, para 6-83 thru 6-86)* **P / F / NA**

(14) Is all Aircrew Training Program (ATP) information entered into Part III correct? *(FM 3-04.300, para 6-83 thru 6-86)* **P / F / NA**

(15) Have the maintenance test flight evaluation dates been entered into Part III, Block 2 for all maintenance test pilots and maintenance evaluators? *(FM 3-04.300, para 6-83 thru 6-86)* **P / F / NA**

(16) Are all required remarks listed in Part IV of each DA Form 759? *(FM 3-04.300, para 6-83 thru 6-86)* **P / F / NA**

(17) Does the individual's commander sign to certify the accuracy of the closeout data? (If the individual is a commander, his/her superior must verify and sign the flight records) *(FM 3-04.300, para 6-83 thru 6-86)* **P / F / NA**

NOTE: Flight records will be inspected in accordance with the checklists found in FM 1-300, Appendix J and K, dated July 1998.

h. DA Form 4186 (Medical Recommendation for Flying Duty)

(1) Is a copy of a current DA Form 4186, Medical Recommendation for Flying Duty, on file in the IFRF? *(AR 40-501, para 6-11d; FM 3-04.300, para 6-12/13)* **P / F / NA**

(2) Are the commander, individual and flight surgeon completing their areas of the form before it is filed in the IFRF? *(FM 3-04.300, para 6-12/13)* **P / F / NA**

(3) Are copies of medical suspensions or waivers with clearly stated periods of retention on file as appropriate in each IFRF? *(FM 3-04.300, para 6-12/13)* **P / F / NA**

(4) Are DA Form 4186's, maintained according to FM 3-04.300, Table 6-1? *(FM 3-04.300, para 6-12/13)* **P / F / NA**

(5) Is the commander's concurrence/nonconcurrence annotated in block 23 on DA Form 4186? *(AR 40-501, para 6-11d)* **P / F / NA**

(6) Are individuals who do not have a current flight physical or a valid flight physical extension suspended from flying status until medical clearance is given? *(AR 600-105, para 6-1c(2); FM 3-04.300, para 6-34)* **P / F / NA**

i. Flying Status Management

(1) Are rated Army aviators authorized flying status according to AR 600-105? *(AR 600-105, para 3-1; FM 3-04.300, para 6-29)* **P / F / NA**

(2) Is management of enlisted flying status IAW FM 1-300 and AR 600-106? *(FM 3-04.300, para 6-29 thru 6-37; AR 600-106, chap 2)* **P / F / NA**

(3) Are nonrated personnel placed on flight status IAW AR 600-106? *(AR 600-106, para 1-4, 2-3 through 2-5)* **P / F / NA**

(4) Are copies of all signed request for orders kept in the IFRF until approved orders placing the individual on flying status are received? *(FM 3-04.300, para 6-31)* **P / F / NA**

(5) Are annual audits accomplished on DA Form 11-2-R for all nonrated personnel within the unit that are on flying status? *(AR 600-106, para 1-4e(6) and Appendix B)* **P / F / NA**

(6) Does flight operations maintain a chart reflecting all nonrated flight slots listed by paragraph and line number and individuals who fill these positions? *(FM 3-04.300, para 6-32)* **P / F / NA**

(7) Are enlisted crewmembers provided with a 120-day notice before they are involuntarily removed from flying status through no fault of their own? *(AR 600-106, para 2-8; FM 3-04.300, para 6-33)* **P / F / NA**

(8) Are monthly exception certificate(s) prepared IAW AR 37-104-4 and submitted to finance prior to the 10th of each month? *(AR 37-104-4, para 9-1; FM 3-04.300, para 6-37)* **P / F / NA**

(9) Has the Flight Surgeon met all annual flying hour requirements? *(AR 600-105, para 3-10 and Table 3-4)* **P / F / NA**

(10) If the Flight Surgeon has not met flying hour requirements has the commander followed the guidance in AR 95-1? *(AR 95-1, para 4-10)* **P / F / NA**

i. Key Control

(1) Is a procedure established to ensure positive control of aircraft ignition keys? *(AR 190-51, para 3-3e and Appendix D)* **P / F / NA**

(2) Are aircraft keys prohibited from issue for personal retention? *(AR 190-51, para 3-3e)* **P / F / NA**

(3) Are duplicate keys prohibited from use as operational keys at maintenance facilities? *(AR 190-51, para 3-3e)* **P / F / NA**

(4) Are primary & alternate key and lock control custodians appointed on orders for aircraft key control program? *(AR 190-51, Appendix D, para D-2)* **P / F / NA**

(5) Is there an access roster posted, which includes the primary and alternate key control custodians? *(AR 190-51, Appendix D, para D-2)* **P / F / NA**

(6) Is a key control register, DA Form 5513-R, used? *(AR 190-51, Appendix D, para D-3)* **P / F / NA**

(7) Is the key control register secured in a locked container with controlled access when not in use? *(AR 190-51, Appendix D, para D-3)* **P / F / NA**

(8) Are aircraft keys maintained in a locked container made of at least 26-gauge steel when not in use? *(AR 190-51, Appendix D, para D-4)* **P / F / NA**

(9) Is the key depository located in a room that is under constant surveillance or secured? (AR 190-51, Appendix D, para D-4) **P / F / NA**

(10) Are semiannual key inventories conducted? (AR 190-51, Appendix D, para D-6) **P / F / NA**

(11) Is a key inventory maintained which includes a list of keys, key serial numbers, and number of keys maintained? (AR 190-51, Appendix D, para D-6) **P / F / NA**

(12) Do keys have serial numbers inscribed? (AR 190-51, Appendix D, para D-6) **P / F / NA**

k. Publications

(1) Are appropriate publications and regulations on file and current? (DA Pam 25-40; FM 1-300, Appendix I) **P / F / NA**

(2) Are changes to publications posted correctly? (DA Pam 25-40, pg 50 thru 58) **P / F / NA**

(3) Has unit operations updated its 12 series within the last 6 months? (DA Pam 25-40) **P / F / NA**

(4) Has a follow up procedure been established in accordance with DA Pam 310-10 for publications that have been ordered but have not been received within 60 days? **P / F / NA**

l. Modern Army Record Keeping System (MARKS)

(1) Are flight operation's files marked, labeled and stored correctly? (AR 25-400-2) **P / F / NA**

(2) Is the information on the file label accurate? (AR 25-400-2, para 6-2) **P / F / NA**

(3) Does the Information Manager approve the files? (AR 25-400-2, para 5-13) **P / F / NA**

(4) Are flight operation's publications marked, labeled and stored correctly? (AR 25-400-2) **P / F / NA**

REFERENCES:

AR 190-51	30 Sep 93	UR 350-1	17 Nov 00
AR 25-400-2	1 Oct 01	UR 95-1	10 Aug 99
AR 350-1	1 Aug 81	FM 3-04.300	15 Mar 04
AR 37-104-4	30 Sep 94	TC 1-210	3 Oct 95
AR 385-95	10 Dec 99	DA PAM 25-40	1 Oct 97
AR 40-501	30 Aug 95	DA PAM 310-10	1 Oct 82
AR 420-90	10 Sep 97	DA PAM 738-751	15 Mar 99
AR 600-105	15 Dec 94	USAREUR MSG#	980618
AR 600-106	8 Dec 98	V CORPS MSG#	051300ZJUN98
AR 95-1	1 Sep 97	DOD FLIP	